



TO: Indiana Public School Corporations

FROM: Mark S. Massa, Executive Director
Indiana Criminal Justice Institute

SUBJECT: FY2011 Indiana Safe Haven Grant Application

DATE: May 20, 2011

Re: 2011-2012 School Safe Haven Grant Program

I. Introduction and Purpose of Grant

The Indiana Criminal Justice Institute is now accepting applications for the 2011-2012 School Safe Haven Program. The 2011-2012 Safe Haven Grant priorities for funding will be **Evidence Based Prevention Programs** and **School Resource Officer Programs**, certified through the National Association of School Resource Officers. This grant is intended to supplement funding for programs in the school districts.

The goals of the FY 2011-2012 Safe Haven Grant are:

- 1.) To afford students and staff opportunities to develop the skills and strategies necessary to prevent violent and potentially violent situations.
- 2.) To enable schools to identify and acquire the programs and resources necessary to apply research-based models and proven practices for curriculum, policies, procedures and instruction.
- 3.) To assist schools in creating a physical environment that promotes the safety and well-being of students and staff within the school campus.

A safe school provides a physical and social environment in which students are able to learn and achieve to their fullest potential. A safe school environment also enables educators, administrators and other staff to support students in that pursuit without violence, the threat of violence or other safety concerns. To accomplish these goals, schools must assess their risk factors, needs, local resources and existing efforts and strategies

II. Eligibility

Indiana public school corporations are eligible for funding. Eligibility requirements are as follows:

- 1.) Applicants must select one program area per application. If you wish to apply for two program areas separate applications will need to be submitted. Please reference the [Safe Haven Grant Application Guidebook](#) when completing applications. Requests for equipment will be considered **if** directly related to the School Resource Officer Program or Evidence Based Program.
- 2.) The Indiana Criminal Justice Institute will fund programs under two (2) areas:

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- a. School Resource Officer Programs
 - b. Evidence-Based Programs
- 3.) A cash match, in-kind or programmatic match must be provided by the school for any funds received. The purpose of match is to increase the amount of resources available to projects supported by state grants. The requirement is a 1:1 match (cash, in-kind or programmatic). Details about the match requirements are available in the Safe Haven Grant Application Guidebook and will be discussed during the **mandatory conference calls**.
- 4.) Anyone wishing to apply for Indiana Safe Haven funds **must participate in one of the mandatory Safe Haven conference calls. The dates for the conference calls are June 1 from 2:30pm-3:30pm or June 2 from 11:30am-12:30pm.** The conference call number for both days will be 317-233-4990. **Failure to participate in one of the mandatory conference calls will result in an automatic disqualification of the grant proposal.**
- 5.) Only applications demonstrating a valid need will be considered. The applicant must demonstrate the need for the proposed program, curriculum, or strategies outlined in its Safe Haven grant application. Please use specific data from the school district to include:
- a. Suspension/Expulsion Data
 - b. Improved/Declining ISTEP/standardized testing scores
 - c. If available Alcohol Tobacco Other Drug (ATOD) Survey results, through IPRC
- 6.) School Resource Officer Programs will need to provide proof of NASRO certification. If an SRO is not certified, the application must include registration confirmation and upon completion of training, proof of certification must be provided. **Please visit www.nasro.org for a list of conference dates.**
- 7.) Schools that apply for funding for an evidence-based program will need to clearly identify the evidence-based program being modeled in the application. If the evidence-based program is not clearly stated and described, the grant will not be funded.
- 8.) Applications must contain sustainability information. School districts must have a plan in place should state funding become obsolete. Additional information may be found in the Safe Haven Grant Application Guidebook.
- 9.) All approved applications must comply with reporting requirements. Failure to comply with reporting requirements will have a direct impact on future funding. 5 points per late report will be deducted from future grant applications during scoring by ICJI staff.

III. Late Applications

All applications must be postmarked by June 17, 2011 (if delivering-by 4:30pm). Applications that are received past the due date will not be considered for funding.

IV. Funding

The funding cycle for the School Safe Haven grant is **July 15, 2011 to May 31, 2012.**

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V. Ineligible Costs & Activities

- 1.) Reimbursement for mileage, per diem, and lodging at any amount other than the state rate.

The budget section will need to include the state rate, not the school system reimbursement rate. The state rates can be found at the Indiana Department of Administration website at http://www.in.gov/idoa/files/travel_policy.pdf.

- 2.) Daily subsistence within the targeted service area.

Daily subsistence can only be requested if travel occurs **outside** the targeted service area and in accordance with such rules established by the Indiana Department of Administration, http://www.in.gov/idoa/files/travel_policy.pdf.

- 3.) First Class travel.

VI. Additional Requirements

- 1.) Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the legal applicant;
- 2.) Enter into an agreement to abide by all Special Conditions detailed in the Indiana Criminal Justice Institute Grant Award Letter as approved by the Board of Trustees;
- 3.) Submit performance data, performance reports, and financial reports **in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute (if reports are not submitted timely, it will affect future funding)**; and
- 4.) Participate in one of the mandatory Safe Haven conference calls.

VI. Monitoring

All programs that receive funding will be monitored by the Youth Division staff using a combination of desk reviews and site visits. Additionally, the Grant Manager will routinely review all submitted reports for timeliness and accuracy.

(Failure to submit the required reports by the stated due dates will result in reimbursement of grant funds being withheld until the report(s) is received

Please submit your original application-including original signatures, along with three (3) copies of the application postmarked by June 17, 2011 (if hand delivered-by 4:30pm). Only **original and complete** applications postmarked by the due date will be considered for funding. The applications will be reviewed and scored internally and the Board of Trustees will make final decisions. Upon final review by the Board of Trustees, each grantee will receive written grant award notification.

Enclosed you will find the [Safe Haven Grant Application, Score Sheet, and the Safe Haven Grant Guidebook](#)

If you have questions, comments, or concerns regarding the grant application or grant approval process, please contact **Stephanie Edwards** at SEdwards1@cji.in.gov.

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